Closing a Solicitation for Award

Closing a solicitation for award is the process in which a solicitation is removed from the internet and staged in the **Awards Manager/Abstract** area so that a buyer may view the responses and create an award. The closing date and time for a solicitation is preset by the buyer prior to releasing the solicitation. At the prescribed time of closing the vendor can no longer access the solicitation and enter a response. However, the solicitation remains on the internet (with a message it is closed and blocked access) until the system processes it and moves the responses to the **Awards Manager/Abstract** area. This process can happen at five (5) different times:

1. When the evening system batch process occurs
2. When logging in to the system
3. When clicking on the Awards Manager tab
4. When clicking on the Create an Award quick link icon
5. When clicking on the Session Summary Awaiting Award link

The methods for closing an award are described below.

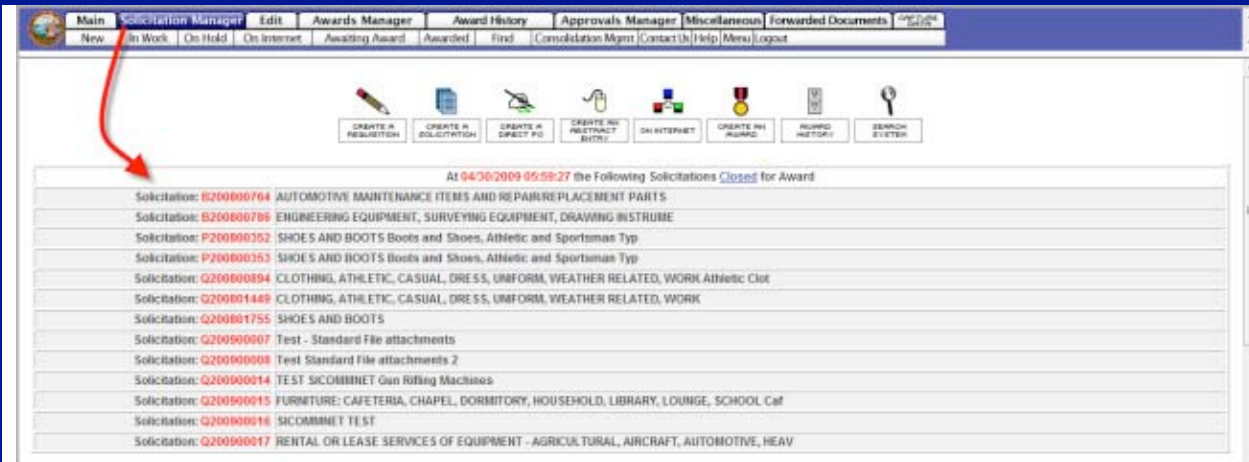|	
1. When the evening batch process occurs If a solicitation closes after normal working hours or if it closes on a day when you do not login in to the system a batch process will automatically run in the evening and close your solicitation and move it to the **Awards Manager/Abstract** area. The system will send you an email notification that solicitations have been closed (sample shown).	
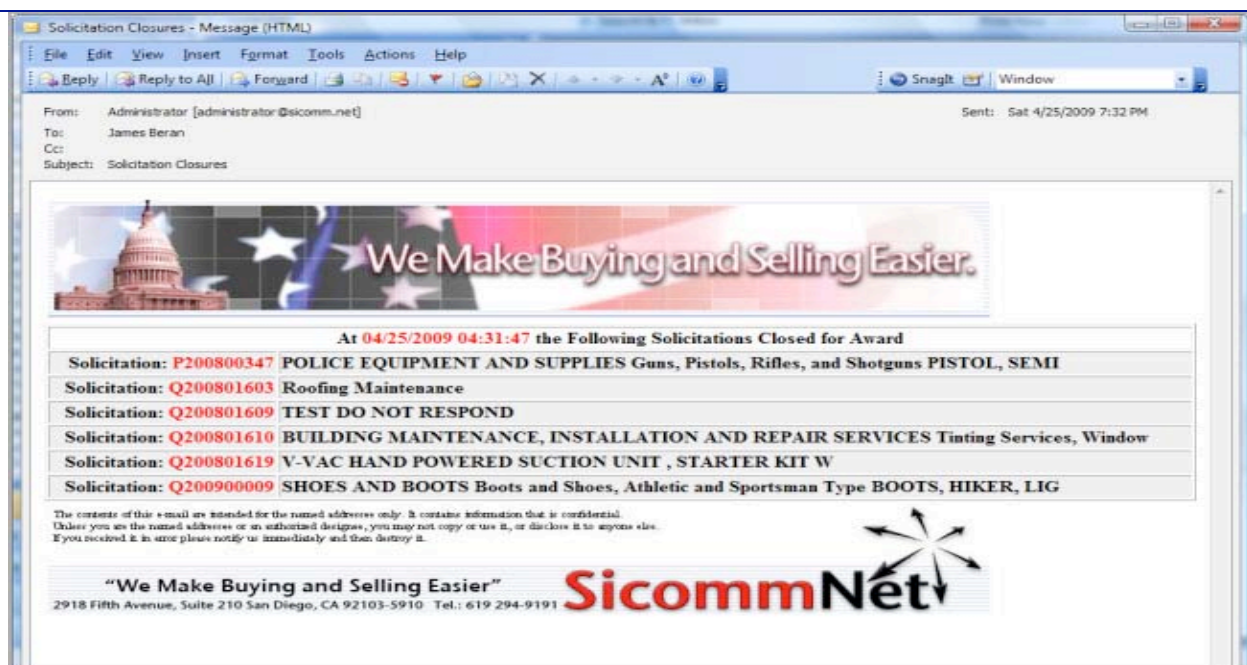
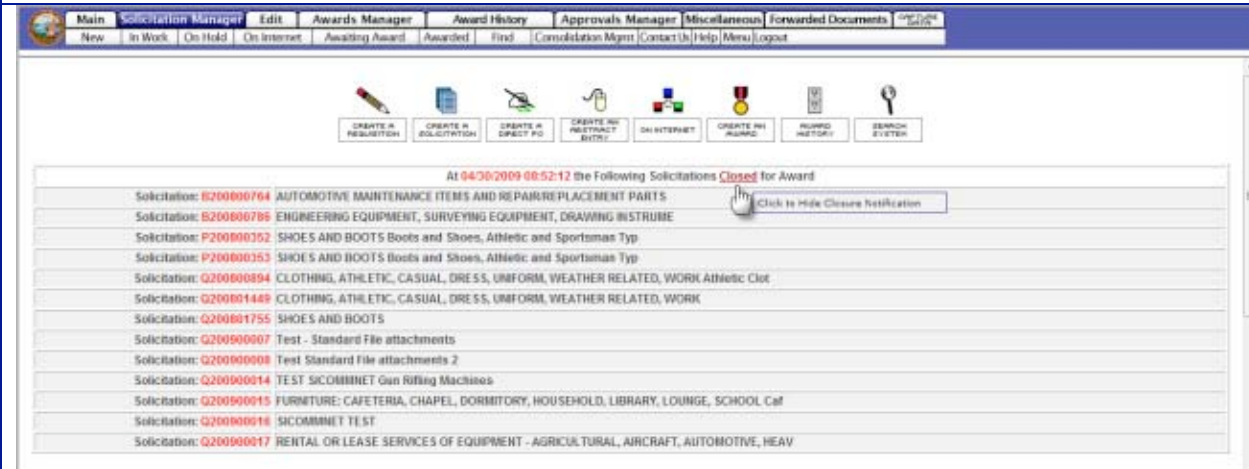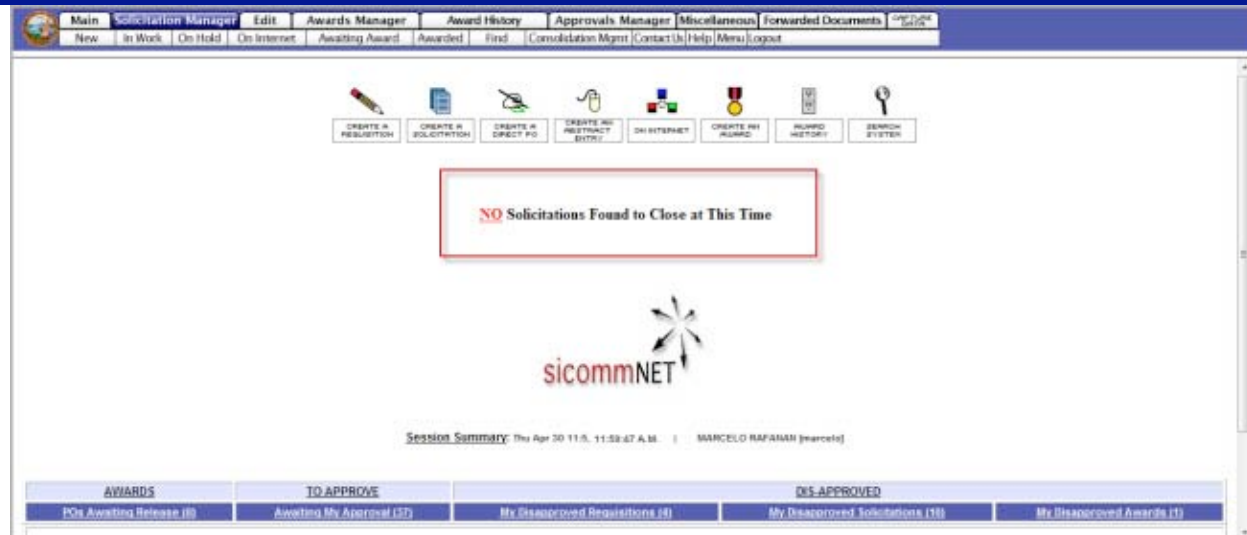| Action	Illustration
2. When Logging In Logging in to the system will trigger the process to look for solicitations that have passed the close date and time and will automatically stage them in **Awards Manager, Abstract** area. A list of solicitations that have closed since your last login will display.	
You may click the **Closed** link to hide the notification message.	

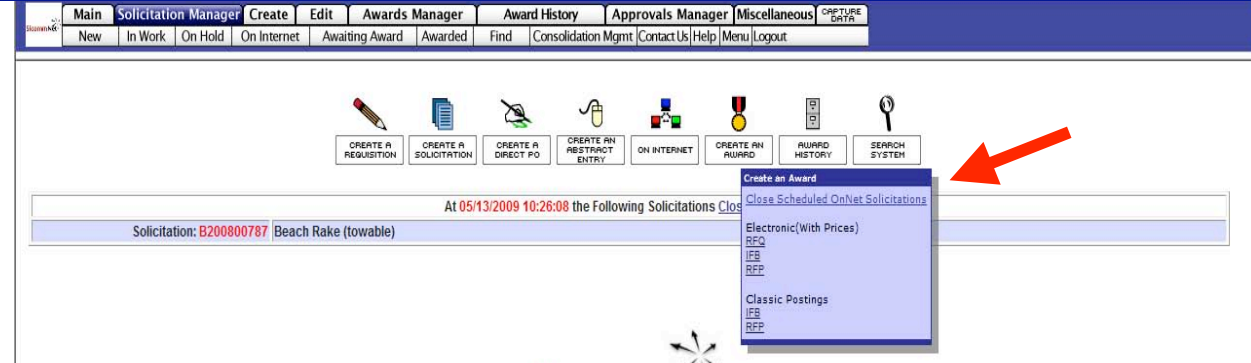| Action	Illustration
If there are no solicitations to close a message indicating that no solicitations have closed will display. You may click the **NO** link to hide the message.	
3. When Clicking on Awards Manager Clicking on the **Awards Manager** tab will also activate the process to look for closed solicitations that are past the date and time set for closing. A list of closed solicitations will display or a message that no solicitations have been closed.	
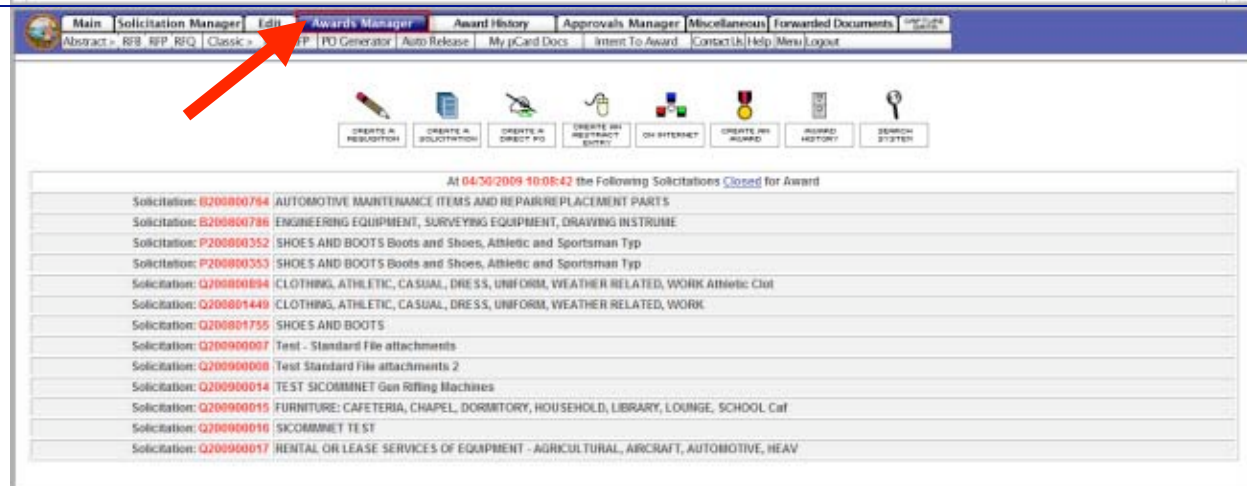
Action	Illustration
4. When Clicking on the Create an Award icon Clicking on the **Create an Awards** icon and choosing the **Close Scheduled OnNet Solicitations** link will also activate the process to look for closed solicitations that are past the date and time set for closing and show the results. Click the solicitation type to continue with the award process.	
5. When clicking on the Session Summary Awaiting Award link From the **Main** page click on the Awaiting Award type (RFB, RFP, or RFQ) to trigger the process. The message that solicitations have closed will be shown in the title area just above the place where you select a solicitation abstract to work on.	